

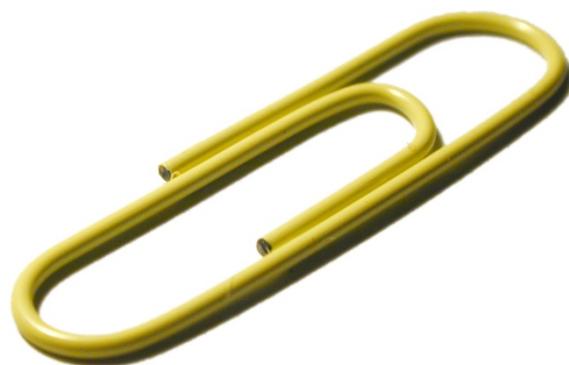


**we are digital**  
delivering digital inclusion training

**PC Email**

**Gold Level**

**Opening and Adding Attachments**



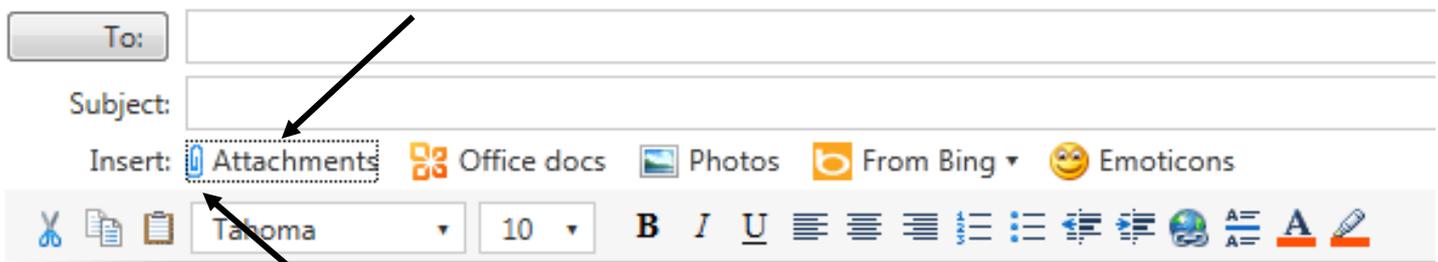
# Learning Guide



## Adding Email Attachments

**Sending (and Receiving) “attachments” (e.g. files, documents, photos, videos, letters) with emails is very common and one you will need to know how to do.**

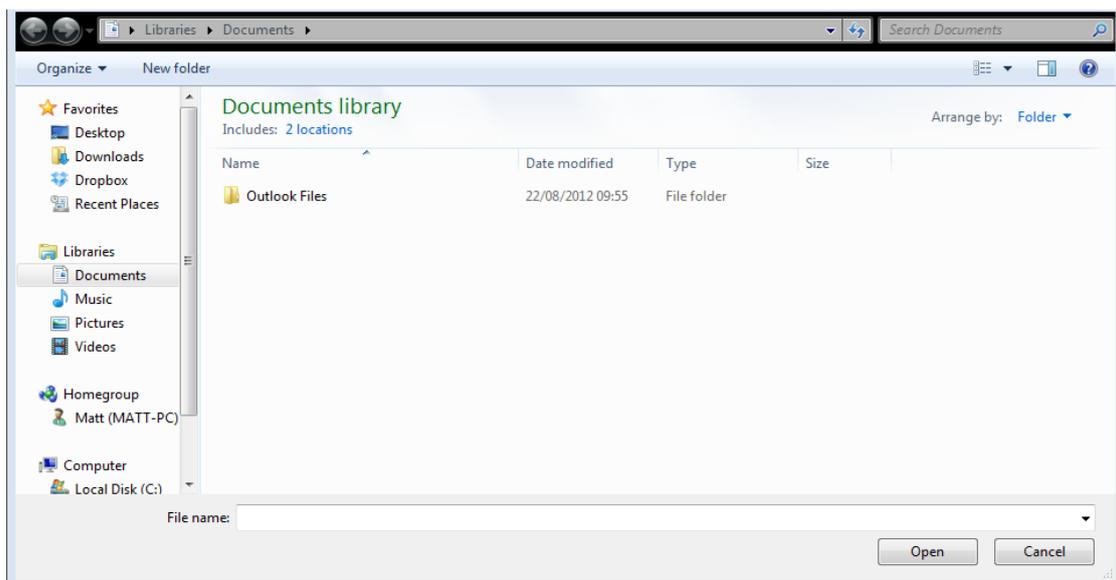
1. To **SEND AN ATTACHMENT** you will notice that near the top of the screen when you are typing a new email there is the **ATTACHMENTS** button. Simply **CLICK** on this. *Tip: In Yahoo/BT email you will also need to **CLICK** on the black ‘ATTACH FILE’ button that appears. In Microsoft Outlook and Windows Live Mail the button is called attach file.*



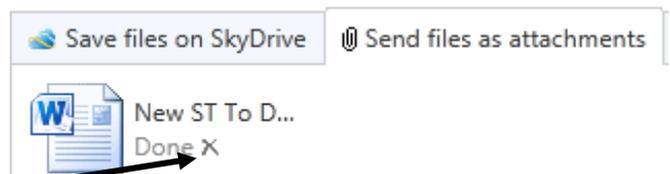
*Tip: The ‘paperclip’ icon is the universal symbol for an attachment.*



2. You will then be presented with a screen you may be familiar with, **where you can search your computer for the file you want to attach** (see below). You will normally automatically be taken to your DOCUMENTS library. Once you have found it, simply **DOUBLE-CLICK** on it to attach it :



3. You will then be returned to the message and you will notice it has attached the file to the email and appears in a separate box (showing the file name, type and sometimes size).

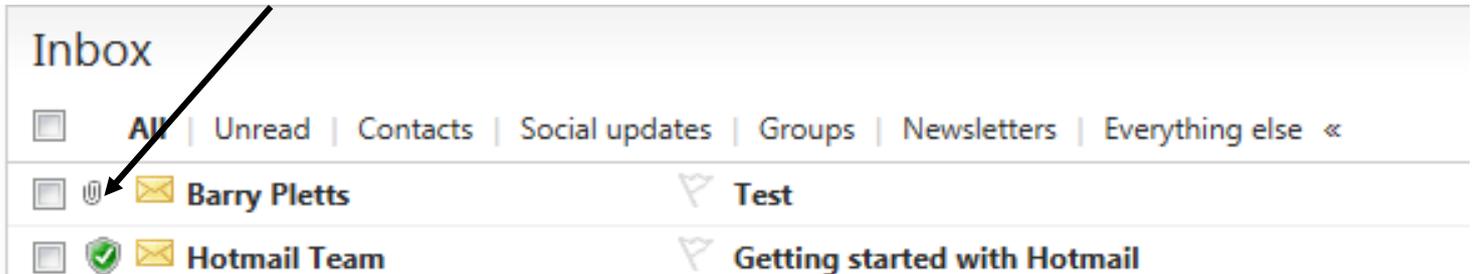


*Tip: To remove the attachment simply **CLICK** on the ‘X’. In Microsoft Outlook and Windows Live Mail you will need to **RIGHT CLICK** the ATTACHMENT and then **CLICK ‘REMOVE’**.*



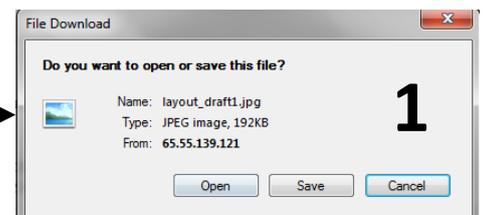
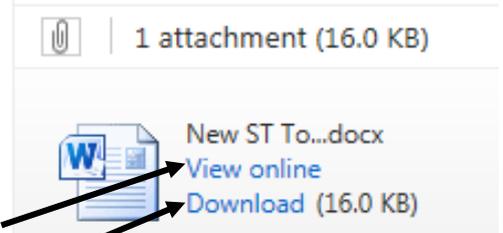
## Viewing and Downloading Email Attachments

You can tell if an email that you have received contains an attachment as it will contain the paperclip symbol in the message line.

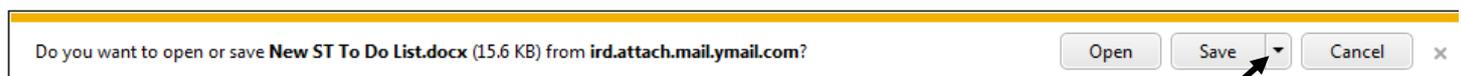


**Receiving attachments** is just as straightforward. Instead of finding the file you want to attach FROM your computer, you have to TAKE the file from your email and bring it TO your computer.

1. OPEN the message as normal by **CLICKING** on it. You will then see the attachment underneath the text of the email, as shown here:
2. You now have two options. To simply view or print out the attachment, **CLICK** on VIEW ONLINE. A separate Window will open showing you the document, photo etc. *Tip: This option is only available in HOTMAIL.*
3. If you wish to DOWNLOAD the file and save it on your computer, **CLICK** on the 'DOWNLOAD' button. *Tip: In Yahoo/BT the attachment will be scanned for viruses- CLICK on CONTINUE.* Depending on your computer you will see either of these boxes appear:



4. You are then presented with two options: to either OPEN the attachment (i.e. open it to look at it, or to SAVE it (i.e. to keep it on your computer). If you choose the OPEN option the file will simply open up straight away
5. If you choose the SAVE option on **illustration 1**, the familiar SAVE WINDOW will appear, so you can choose an area to put it onto your computer as previously shown.



4. If you are presented with **Illustration 2**, **CLICK** on the TRIANGLE next to SAVE.

5. Then **CLICK** SAVE AS and you will be presented with the SAVE WINDOW.

